

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: FISCAL SERVICES SPECIALIST I

POSITION LOCATION: Agency Administration

REPORTS TO: Fiscal Services Specialist II (Funds Management)

SUPERVISES: None

MINIMUM QUALIFICATIONS: Two years of experience working with insurance medical claims; and one year of governmental accounting experience equivalent to an Accounting Tech III.

MAJOR DUTIES AND RESPONSIBILITIES: Responsible for preparing and maintaining financial records for Medicaid funds. Researches case files and eligibility status of students and providers; gathers information and data and contacts representatives of state and county agencies, health care plans and liability insurance companies to support the recovery of Medicaid funds. Verifies, updates and maintains ledger accounts for student eligibility, provider registrations, and eligible services and procedures. Gathers and prepares data for billing purposes. Verifies, updates and maintains accounts receivable ledgers. Examines and verifies such fiscal transactions as billing and invoices, payment, and payroll, by compiling and checking figures by thorough examination in comparison with validated records. Verifies, updates and maintains all records required for compliance.

KNOWLEDGE, SKILLS AND ABILITIES: Skill in analysis and interpretation of financial data. Skill in applying accounting principles and practices. Skill in work techniques required in maintaining accounting records through automated accounting systems. Skill in effectively communicating orally and in writing, especially concerning accounting procedures, practices and methodology.